ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SOUTHWEST REGION

SW 6011.2D

8/7/02

SUBJ: COORDINATION OF APPROVED F&E PROJECTS

1. PURPOSE. This order establishes a set of guidelines for the coordination of approved facilities and equipment (F&E) project plans with Air Traffic Field Facilities, Airway Facilities (AF) System Management Offices (SMO), Airports Division and Airports Development Offices, Air Traffic (AT), Fort Worth NAS Implementation Center (IC), and other users as required.

2. DISTRIBUTION. This order is distributed to section level in the Regional Airway Facilities Division; branch level in Air Traffic, Airports, and Logistics Divisions; Airway Facilities Field Offices; Air Traffic Field Offices; Fort Worth IC Platforms.

3. CANCELLATION. SW 6011.2C Order, Coordination of Approved F&E Projects, dated February 9, 1993, is canceled.

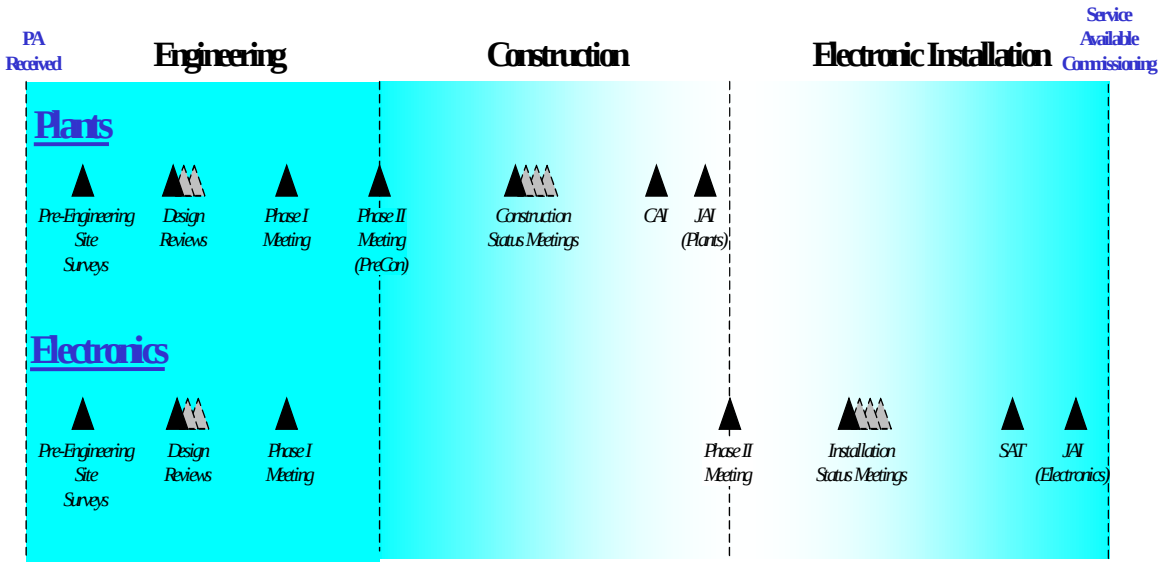
4. EXPLANATION OF CHANGES. To bring this directive into conformance with existing FAA regional organization structure i.e., ANI-600 (Fort Worth Implementation Center) and ASW-400 (Southwest Regional Airways Facilities) are now in two different lines of business (LOB) from the region to Washington Headquarters. This change will bring this directive in conformance with agency directives systems.

5. POLICY. An approved F&E project is a scope of work, which was funded by the capital investment plan (CIP) budgetary process. F&E projects shall be accomplished in accordance with requirements stated in the budgetary justification. For the purposes of this order, a typical F&E project will be those projects, which are managed and implemented by ANI under the issued Project Authorization (PA). Those, which do not fall within this category, are considered non-typical and will not be addressed in this order. However, for these type projects, the coordination guidelines identified in this order should be used to the maximum extent possible.

6. COORDINATION ACTIVITIES. Coordination is the key to successful implementation of an F&E project. A well-coordinated effort allows all stakeholders the opportunity to provide input to the implementation process. Table 6.1 provides a listing of the standard meetings and/or activities of a typical F&E project. Depending on the scope of work or regionally/nationally imposed priorities, it may be necessary to add, combine, or delete activities. Any variance to the standard meetings should correspond to the complexity and risk level of the project. If changes are necessary, they shall be communicated and mutually agreed to during the initial coordination effort with all parties, as the variance is known. Attached are specific checklists that can be used as aids for most of the activities, to insure full and complete coordination.

Table 6.1

PLANTS	ELECTRONICS
Scope Validation Meeting	
Pre-Engineering Meeting/Site Surveys	Pre-Engineering Meeting/Site Surveys
Site Selection Analysis (SSA) Meeting	
Engineering Design Reviews	Engineering Design Reviews
Phase I Coordination Meeting	Phase I Coordination Meeting
Pre-Bid Conference/Meeting	No equivalent Electronic meeting
Phase II Meeting (Pre-Construction)	Phase II Coordination Meeting
Construction Meetings	Installation Meetings
Contractor Acceptance Inspection	Site Acceptance Testing (SAT)
Joint Acceptance Inspection	Joint Acceptance Inspection
Closeout/Capitalization	Closeout/Capitalization



a. **Coordination Methodology.** As a rule of thumb the entire coordination process is designed to keep everyone informed. This process is also an avenue to evaluate the risk involved in all F&E initiatives. The originating points for most of the coordination activities start in the Fort Worth Implementation Center ANI-600 Platforms. The primary field coordination points for Ft. Worth Implementation Center, Airway Facilities Division, and Air Traffic Division are the ANI Operation Liaison, SMO Manager for Technical Support and AT manager; respectively.

(1). OPERATION LIAISON. ANI has established an ANI Operational Liaison (AOL) positions in each SMO. These positions are designated to work with the ANI engineers, the SMO, and local Air traffic personnel to ensure full coordination and successful completion of the F&E Projects. Their activities will help reduce conflicts with other F&E projects and ensure the availability of local participants.

(2). ANI PROJECT ENGINEER. Project Engineers will communicate the, location, time,

and date/s of meeting/s, telephone conferences, and/or site visit/s, after fully coordinating with designated SMO and AT personnel. The Project Engineer will also coordinate with the local (AOL) the dates and times of all meetings and visits.

(3). ELECTRONIC MAIL COORDINATION. Electronic mail should be utilized to provide/disseminate information as well as the coordination or scheduling of meetings and site visits unless otherwise identified in the project activities below. Mail messages should include but not be limited to the primary field coordination points. At locations that have unsatisfactory Electronic Mail systems, other arrangements should be made.

(4). FORMAL WRITTEN COORDINATION. Formal correspondence should be utilized with mail control time frames to impose an action, i.e. work orders, engineering package reviews, and other types of changes requested on an official position or policy. Formal correspondence to field AT/AF organizations should include the associated regional headquarters office as a courtesy copy recipient. Comments/responses to the formal correspondence should be sent to the ASW-510 or SMO office respectively for consolidation and review and that office will send their cumulative response back to the originating office i.e.; (SSC back to SMO office and local AT back to the ASW-510 office).

b. **Identified Coordination Task.** The items below are a few of the task required for coordination and the procedures to follow for these types of task. The list is not all inclusive, but should be followed when the areas and subjects are being approached.

(1). SCOPE VERIFICATION MEETING. This meeting is an opportunity to review and validate the scope for the impending projects about to start. After the review and all parties agree to the validation of the scope, a copy of the work scope is to sign by the parties present and used throughout the entire project to validate the all scope change requested.

(2). PROJECT CHANGE REQUEST. All scope change proposals must be identified to the responsible ANI project engineer for initial technical evaluation. Changes that will impact the project budget and/or schedule shall be submitted formally in writing within ten working days after the “Scope Validation meeting”. These requests shall be sent to ANI-600, Fort Worth Implementation Center with copies to Air Traffic Requirements Branch, ASW-510, the Airway Facilities Operations Branch, ASW-470, and Property and Services Branch, ASW-54 as appropriate.

(3). REAL ESTATE SERVICES. All request for right-of entry permit for survey and testing of potential sites are to be submitted to the Property and Services Branch, ASW-54. Each request is to be submitted 45 days in advance. Also, after final site selection, a request is submitted to ASW-54 with legal descriptions and drawings to complete the land acquisition. This request is required 120 days in advance to allow for acquisition of the site/easements.

(4). ENGINEERING DESIGN REVIEWS. This type of Engineering Package review should use the coordination method explained in 6.a. (4) above “Formal Written Coordination”. The quantity may vary depending on the size and complexity of the project. The copies should be distributed as follows: local ANI Operations Liaison

(1), local AF (SSC) (2), SMO (2), local AT (1), AT HUB (1), ASW-510 (1), and ASW-470 (1 w/o attachments). Engineering design reviews are not the avenue for making changes in the requirements and/or the scope.

(5). ASW-470 OPERATION BRANCH. Notice of all coordination meetings Plants or Electronics should be done and decision whether or not to attend made by the branch after an evaluation of the meeting proposed.

(6). TELECOMMUNICATION SERVICES. Telecommunication circuits and associated services request must all be coordinated with "Telecommunication and Spectrum Engineering" ASW-473. The request should be submitted 120 days in advance of the Service Required Date using the "Request for Telecommunication Service" (RTS) process.

(7). RISK MANAGEMENT. Risk Management shall be addressed by ANI in each design phase of the approved F&E projects in accordance with the latest Maintenance Alert Bulletin(s) and assisted by the appropriate SMO/SSC personnel responsible.

(8). ACCOUNTABILITY OF THE IMPACT AND IMPLEMENTATION (I&I). The SMO and AT Facility manager are responsible for coordinating all I&I activities with the respective union representatives. ANI will support and provided the appropriate engineering data and scheduling information to AF and AT management.

(9). WORK PLAN COORDINATION. All approved F&E projects are captured in the ANI-600 work plan. The projects are implemented in the order of the priority established by the Priority Board.

(10). ACTION ITEMS TRACKING PROCESS. An "Action Tracking List" will be established for each project and reviewed/updated at each meeting/activity.

c. **PROJECT ACTIVITIES (Combined Plants and Electronics)** This activity is a project activity and not designated as a Plants or Electronics.

(1). JOINT SCOPE VALIDATION MEETING. **(Plants/Electronics combined)**

a) *Description*: This meeting is the first official event on the new project before any site visits or engineering takes place. The review and validation of the scope of work to be performed during the project that is about to commence must be agreed upon. This meeting is used to clear up any misunderstanding about the scope and get a signed agreement or an MOU type of document by the end of the meeting.

b) *Responsible Party.* Program Manager/Project Engineer.

c) *Principal Participants*: ANI Program Manager and Project Engineer, SMO, SSC, Hub/Facility Air Traffic Manager, Ft Worth Flight Procedures Office, ASW-200, ASW-54, ASW-470, ASW-510, ASW-530, ASW-700, and ASW-600 as appropriate.

d) *Notification*: 10 working days prior to meeting announce and provide copies of Project Scope.

e) *Method of Accomplishing Activity*: Regional Office meeting in conjunction with teleconferencing.

f) *Product*: Signed FAA documents with all parties signature on the agreement or whatever agreed to documentation.

g) *Product Publication.* The Responsible Party will provide copies of signed FAA document to all signing parties and the original is filed in the engineer's project folder.

d. **PLANTS – PROJECT ACTIVITIES.** Below is a list of activities that should be conducted during the plants portion of an F&E project. The activities should not be limited to these if additional or different types would add value to the coordination effort.

(1). PRE-ENGINEERING MEETING/SITE SURVEYS. **(Plants)**

a) *Description*:

- Typical - Engineer visits site to investigate current condition and collect design/engineering data. Provides site with initial data on scope of work. More than one visit may be required on large-scale projects.
- Facility Establishment or Relocation for Site Selection - Engineer visits site to investigate current condition, collect design/engineering data, and identify proposed site locations. More than one visit may be required. The site selection effort will require coordinated input from all interested parties on the proposed locations. See Appendix 1

b) *Responsible Party*: Project Engineer.

c) *Principal Participants*: ANI Project Engineer, AOL, SMO, SSC, local Air Traffic, ASW-54, ASW-510, and property owner/manager, as appropriate.

d) *Notification*: The Responsible Party will coordinate pre-engineering survey(s) a minimum of 10 working days (unless mutually agreed to otherwise) in advance of visit via telephone or electronic mail.

e) *Method of Accomplishing Activity:* Site Visit. Depending on the nature of the project and if deemed appropriate by all concerned, activity may be accomplished via telephone.

f) *Product*: Trip report that contains meeting discussions, engineering data for project file or a Facility Establishment/Relocation Site Selection Analysis Report. As a result of the data collected in this activity, an EDDA should be initiated where appropriate.

g) *Product Publication:* The Responsible Party will develop and distribute trip report to participants within 10 working days of the meeting/survey. Participants will provide corrections and/or comments back to originator within 10 working days. The Responsible Party will determine publication and distribution of the SSA report.

(2). SITE SELECTION ANALYSIS (SSA) MEETING. **(Plants)**

a) *Description*: An Interdivisional Working Group (IDWG) convenes to discuss data addressed in the site selection analysis report and to obtain mutual concurrence of the new site location. A SSA IDWG meeting is not required for those facilities whose siting location is predetermined and/or fixed by its functional purpose. See Appendix 2 "SSA Report" outlines.

b) *Responsible Party*: Program Manager for the chairing of the meeting/Project Engineer Plants and Electronics (where appropriate) for the content.

c) *Principal Participants*: ANI Project Engineer and Project Manager, AOL, SMO, SSC, Hub/Facility Air Traffic Manager, Ft Worth Flight Procedures Office, ASW-

200, ASW-54, ASW-470, ASW-510, ASW-530, ASW-700, for on-airport locations, include AIP and ASW-600.

d) *Notification*: 10 working days prior to meeting announce and provide copies of SSA Report via formal letter.

e) *Method of Accomplishing Activity*: Meeting. If deemed appropriate by all concerned, activity may be accomplished via telephone.

f) *Product*: Meeting minutes and signed IDWG SSA form.

g) *Product Publication*: The Responsible Party will distribute copies to all divisions at the IDWG meeting that signed the original SSA report. The required documents will be sent to ASW-54 for proper land acquisition.

(3). ENGINEERING DESIGN REVIEWS. **(Plants)**

a) *Description*: Reviews are conducted to obtain consensus on the engineering design plan. The design review provides an opportunity for the users to comment on the design concept of the project. The number of design reviews will depend on the size and complexity of the project. A recommend 50% design review is suggested where interested parties review plans/specifications and make recommendations. Specification for on-airport projects penetrating an imaginary 100 to 1 surface from the edge of the runway should be reviewed. Design reviews are part of a normal review process and may occur many times during the different phases of the project

b) *Responsible Party*: ANI Project Engineer.

c) *Principal Participants*: ANI Project Engineer, AOL, ASW-470, SMO, SSC, ASW-510, and local Air Traffic.

d) *Notification*: A formal letter with all required documentation (i.e. plans/specification as identified in Para. 6 b (3) requesting review must be received at a minimum of 10 working days prior to due date of review. Formal comments must be sent back through the appreciate office for consolidation and return to the ANI platform as explained in 6. a. (4).

e) *Method of Accomplishing Activity*: Written response with official comments. Meeting or Telecom may be used to acquire additional data or clarification of response comments. Depending on the nature of the project and if deemed appropriate by all concerned, activity may be accomplished via telephone. Face to face meeting maybe the required method to accomplish the necessary review.

f) *Product*: Meeting minutes with a consolidated listing of comments with written explanations for concurrence/non-concurrence.

g) *Product Publication*: The Responsible Party will develop and distribute meeting minutes with the consolidated listing of comments with written explanations for concurrence/non-concurrence within 10 working days of receiving all comments. Recipients will provide corrections to listing within 10 working days of receipt.

(4). PHASE I COORDINATION MEETING. **(Plants)**

a) *Description*: Meeting held at approximately 90% design completion. All approved "Scope Changes" have been incorporated by this phase. Interested parties review plans/specifications and have opportunity to suggest minor changes. The plans/specifications will normally be in final draft form at this stage. Changes to the project to be considered at this point would only be those, which adversely affect service to the user, jeopardize facility/system certification, create safety

hazards to the flying public, or generate untenable maintenance criteria. See Appendix 3 "Phase I".

b) *Responsible Party*: Project Engineer.

c) *Principal Participants*: ANI Project Engineer, AOL, SMO, SSC, ASW-510, and local Air Traffic.

d) *Notification*: A formal letter with all required documentation (4 copies of plans/specification must be received at a minimum of 10 working days prior to meeting.

e) *Method of Accomplishing Activity*: Meeting. Depending on the nature of the project and if deemed appropriate by all concerned, activity may be accomplished via telephone.

f) *Product*: Meeting minutes capturing discussions, decisions/agreements, and action items.

g) *Product Publication*: The Responsible Party will develop and distribute meeting minutes to attendees within 10 working days of the meeting. Attendees will provide corrections to minutes within 10 working days of receipt.

(5). PRE-BID CONFERENCE. **(Plants) (Optional)**

a) *Description*: The Pre-Bid Conference is established in the solicitation by the contracting officer

b) *Responsible Party*: ASW-50 Contracting Officer

c) *Principal Participants*: ANI, AOL, ASW-50, Contractors, and others as appropriate.

d) *Notification*: The Responsible Party will announce meeting via formal letter 10 working days in advance of meeting. ASW-50 will chair meeting.

e) *Method of Accomplishing Activity*: Meeting. Depending on the nature of the project and if deemed appropriate by all concerned, activity may be accomplished via telephone.

f) *Product*: Attendance sheet, and amendments to solicitation as required.

g) *Product Publication*: To be determined by ASW-50 contracting officer.

(6). PHASE II COORDINATION MEETING (PRE-CONSTRUCTION CONFERENCE). **(Plants)**

a) *Description*: This meeting may have 2 parts, 1) with the OPS personnel and 2) with contractor and OPS personnel. After award of the contract, contracting officer, engineers, and contractors meet to kick off the construction phase of the project and lay out rules/regulations that the contractor will follow. This meeting is used to establish the POC for the construction phase of the project. (No new FAA data or proposals will be entertained at this time, since opportunities to identify and correct the requirements and provide comments have been considered through multiple design and coordination meetings. Review of order 3900.57 and checklist contained. See Appendix 4 "Phase II".

b) *Responsible Party*: ASW-50 Contracting Officer/ ANI Project Engineer

c) *Principal Participants*: ANI Resident Engineer (RE), ASW-50, AOL, SMO, SSC, ASW-510 and local Air Traffic, Contractor, and Airport Owner for on airport projects.

d) *Notification*: The Responsible Party will announce meeting via formal letter 10 working days in advance of meeting. ASW-50 will chair meeting.

e) *Method of Accomplishing Activity*: Meeting. Held at the nearest location to where the project is to be accomplished. Depending on the nature of the project and if deemed appropriate by all concerned, activity may be accomplished via telephone.
f) *Product*: Completed pre-construction conference checklist for contract file. The construction contract document.
g) *Product Publication*: A complete and correct set of the engineering package, specifications, and drawings distributed to the AOL, RE and SMO representative, ASW-54, and contractor.

(7). CONSTRUCTION MEETINGS. **(Plants)**
a) *Description*: Periodic meetings held throughout the construction phase to discuss status and deal with issues as they arise during the normal process of the project. This type of meeting is where the issues may lead to a modification in the construction contract. These meeting shall take place in some cases only as the needed/requirement arises.
b) *Responsible Party*: ANI RE and/or Contracting Officer
c) *Principal Participants*: ANI RE, Project Engineer, AOL, SMO, SSC, Contracting Officer, and local Air Traffic if applicable.
d) *Notification*: The method used should be decided at Phase II meeting.
e) *Method of Accomplishing Activity*: Frequency and methods should be decided at Phase II meeting.
f) *Product*: To be determined at Phase II meeting. As a minimum, minutes should be done to capture status of the issues.
g) *Product Publication*: To be determined at Phase II meeting. Distribute the minutes to attendees within 10 working days.

(8). CONTRACTOR ACCEPTANCE INSPECTION (CAI). **(Plants)**
a) *Description*: The final inspection between the FAA and construction contractor to verify all contract requirements have been met. The final CAI is held after all punch list items have been identified and corrected. Successful completion of a CAI results in the transfer of ownership of a facility construction to the FAA. Review Division 1 "Statement of Work" and plans and specifications.
b) *Responsible Party*: ANI Resident Engineer and/or Contracting Officer.
c) *Principal Participants*: ANI RE, Project Engineer, AOL, Contractor and SMO, SSC, Contracting Officer, and local AT if applicable.
d) *Notification*: As previously agreed to in Phase II meeting.
e) *Method of Accomplishing Activity*: Meeting/Walkthrough/Site inspection.
f) *Product*: Completed and signed CAI form.
g) *Product Publication*: An original signed CAI form to ASW-50 and copies to SSC and Project Engineer.

e. **ELECTRONIC – PROJECT ACTIVITIES.** Below is a list of activities that should be conducted during the electronics portion of an F&E project. The activities should not be limited to these if additional or different types would add value to the coordination effort.

(1). PRE-ENGINEERING MEETING/SITE SURVEYS. **(Electronics)**
a) *Description*
- Typical - Engineer visits site to investigate current condition and collect engineering and design data. Provides site with initial data on scope of work. More than one visit may be required on large-scale projects.

- Facility Establishment or Relocation for Site Selection - Engineer visits site to investigate current condition, collect engineering and design data, and identify proposed site locations. More than one visit may be required. The site selection effort will require coordinated input from all interested parties on the proposed locations. See Appendix 5 "Electronic Pre-Engineering Survey Meeting".

b) *Responsible Party*: Project Engineer.
c) *Principal Participants*: ANI Project Engineer, AOL, SMO, SSC, ASW-510, and local Air Traffic.
d) *Notification*: The Responsible Party will coordinate and announce pre-engineering survey(s) 10 working days (unless mutually agreed to otherwise) in advance of visit via telephone or electronic mail.
e) *Method of Accomplishing Activity*: Site Visit. Depending on the nature of the project and if deemed appropriate by all concerned, activity may be accomplished via telephone.
f) *Product*: Trip report that contains engineering data for project file.
g) *Product Publication*: The Responsible Party will develop and distribute trip report to participants within 10 working days of the survey. Participants will provide corrections to report within 10 working days of receipt.

(2). ENGINEERING DESIGN REVIEWS. **(Electronics)**

a) *Description*: Reviews are conducted to obtain consensus on the engineering design plan. The design review provides an opportunity for the users to comment on the design concept of the project. This includes the 50% design phase where interested parties review plans/specifications and make change recommendations. Design reviews are part of a normal review process and may occur many times and at different phases of the project.
b) *Responsible Party*: Project Engineer.
c) *Principal Participants*: ANI Project Engineer, AOL, SMO, SSC, ASW-510, ASW-54, and local Air Traffic.
d) *Notification*: A formal letter with all required documentation (i.e. plans/specification as identified in par. 6.b. (3)) requesting review must be received at a minimum of 10 working days prior to due date of review. Formal comments must be sent back through the appropriate office for consolidation and return to the ANI platform as explained in 6.a. (4).
e) *Method of Accomplishing Activity*: Written response with official comments. Meeting or telecom may be used to acquire additional data or clarification of response comments. Depending on the nature of the project and if deemed appropriate by all concerned, activity may be accomplished via telephone.
f) *Product*: Meeting minutes with a consolidated listing of comments with written explanations for concurrence/non-concurrence.
g) *Product Publication*: The Responsible Party will develop and distribute meeting minutes to attendees within 10 working days of the meeting. Attendees must provide corrections to minutes within 10 working days of receipt.

(3). PHASE I COORDINATION MEETING. **(Electronics)**

a) *Description*: The purpose of the meeting is to provide AF, AT and other lines of business an opportunity to review and submit comments on the plans and specifications. The engineering package and associated drawings will normally be

in final draft form at this stage. Changes to the project to be considered at this point would only be those, which adversely affect service to the user, jeopardize facility/system certification, create safety hazards to the flying public, or generate untenable maintenance criteria. See Appendix 3 "Phase I".

b) *Responsible Party*: Project Engineer.

c) *Principal Participants*: ANI Project Engineer, AOL, SMO, SSC, ASW-510, and local Air Traffic.

d) *Notification*: Formal letter (as identified in para. 6.b. (4)) with all required documentation (plans/specification as identified in para. 6.b. (3)) must be received at a minimum of 10 working days prior to meeting.

e) *Method of Accomplishing Activity*: Meeting. Depending on the nature of the project and if deemed appropriate by all concerned, activity may be accomplished via telephone.

f) *Product*: Meeting minutes capturing discussions, decisions/agreements, and action items.

g) *Product Publication*: The Responsible Party will develop and distribute meeting minutes to attendees within 10 working days of the meeting. Attendees will provide corrections to minutes within 10 working days of receipt.

(4). PHASE II COORDINATION MEETING. **(Electronics)**

a) *Description*: Meeting conducted prior to start of electronic installation. The final engineering package with associated drawings and the proposed project schedule will be discussed with all concerned. (No new FAA data or proposals will be entertained at this time, since opportunities to identify and correct the requirements and provide comments have been considered through multiple design and coordination meetings.) See Appendix 6 "Phase II Electronic Checklist".

b) *Responsible Party*: Project Engineer.

c) *Principal Participants*: ANI Project Engineer, AOL, SMO, SSC, ASW-510, and local Air Traffic.

d) *Notification*: Formal letter with all required documentation (4 copies of plans/specification) must be received as outlined in 6.b. (4) above "Engineering Design Reviews" a minimum of 10 working days prior to meeting.

e) *Method of Accomplishing Activity*: Depending on the nature of the project and if deemed appropriate by all concerned, activity may be accomplished via telephone.

f) *Product*: Meeting minutes capturing discussions, decisions/agreements, and action items.

g) *Product Publication*: The Responsible Party will develop and distribute meeting minutes to attendees within 10 working days of the meeting. Attendees must provide corrections to minutes within 10 working days of receipt from Responsible Party.

(5). INSTALLATION MEETINGS. **(Electronics)**

a) *Description*: Periodic meetings held throughout the electronics installation phase to discuss status and deal with issues as they arise during the normal process of the project. Near completion of the project, meetings are held to develop and obtain agreement on methods and responsibilities to transition/cutover from old to new system(s) while maintaining essential service.

b) *Responsible Party*: Installation Crew Leader.

c) *Principal Participants*: ANI Installation personnel, AOL Optional, SMO, SSC, and local Air Traffic.
d) *Notification*: Frequency and methods of notification should be decided at Phase II meeting.
e) *Method of Accomplishing Activity*: To be determined at Phase II meeting.
f) *Product*: To be determined at Phase II meeting.
g) *Product Publication*: To Be Determined at Phase II meeting.

(6). SITE ACCEPTANCE TEST (SAT). **(Electronics)**
a) *Description*: Vendor demonstration that the product/system meets applicable FAA standards and specifications. FAA accepts product/system from vendor following successful SAT. Checklist used shall come from the contract "clin item".
b) *Responsible Party*: ANI.
c) *Principal Participants*: ANI Installation Personnel, AOL, SSC, local Air Traffic, and vendor.
d) *Notification*: Determined during installation meetings.
e) *Method of Accomplishing Activity*: On-site testing.
f) *Product*: Signed DD Form 256 or whatever the agreed acceptance documentation.
g) *Product Publication*: The Responsible Party will provide copies of signed FAA Form 256 to SSC, ANI project folder, and ASW-54.

f. **PLANTS/ELECTRONICS.** Below is a list of activities that should be conducted during the Plants and electronics portions of an F&E project. The plants JAI activity should not be combined with the electronics JAI. The closeout/capitalization activity is an over all project effort and parts can be initiated by the plants or the electronics engineer when a full assist is available for capitalization.

(1). JOINT ACCEPTANCE INSPECTION (JAI). **(Plants/Electronics) Conducted Separately**
a) *Description*: System Management Office (SMO) and/or Air Traffic acceptance of facility for maintenance and/or operation on a commissioned basis in the NAS. The JAI documents the project has been completed in accordance with applicable standards and specifications, and permits SMO to identify exceptions. A final plants and/or electronics JAI must be conducted before the facility is commissioned. The final plant JAI will allow AF to proceed with responsible maintenance activity on the facility.
b) *Responsible Party*: AF Operational Focal Point. (JAI Chair person) after the ANI on site person has identified that the facility is ready for a JAI.
c) *Principal Participants*: ANI Resident Engineer or Installation person, AOL, SMO, SSC, ASW-54, and local Air Traffic.
d) *Notification*: Contact the SMO POC as soon as possible to set up a date for the JAI.
e) *Method of Accomplishing Activity*: On site Inspection/Meeting, or telecom if appropriate on a small project.
f) *Product*: Completed FAA Form 6030, series 18-25, and Real Property Inventory form for real property assets/improvements.
g) *Product Publication*: Original in the facility FSEP with copies to ANI-600.

(2). CLOSEOUT/CAPITALIZATION PROCEDURES. **(Plants/Electronics)**

a) *Description*: Terminate project and transfer property to the site. The process is initiated by the Project Engineer to ensure that all property is capitalized and all follow up actions are completed before the task of Job Close Out is started.
b) *Responsible Party*: ANI Project Engineer/ Program analyst.
c) *Principal Participants*: ANI, ASW-50, SMO, SSC, and Local Air Traffic.
d) *Notification*: Usually initialed by the Project Engineer when all clean up is finished and charges have been accounted for in the accounting system.
e) *Method of Accomplishing Activity*: Meeting on large project and e-mail messages on smaller projects.
f) *Product*: Incoming equipment documents, Property records transfer documents (FAA Form 4650-12), Excess equipment documents (FAA Form 4800) using the newest procedures.
g) *Product Publication*: Most of the documentation ends up in the ASW-50 office.

2. ROLES AND RESPONSIBILITIES

a. **Logistics Division, ASW-50** will:

(1). Requisition Materials
(2). Coordinate and negotiate acquisition of real estate by lease or purchase.
(3). Process Procurements, Change Orders modifications, CAI's and other contractual matters.
(4). Conduct the Pre-Bid conferences and the Pre-construction meetings.
(5). Coordinate with ANI in the processing of the Capitalization Closeout Packages.

b. **Airway Facilities Division, ASW-400:**

(1). Resource Management Branch, ASW-420, will:
(a). Coordinate AF operation training requirements
(b). Capture all F&E dollars authorize to cover operation labor cost

(2). Operations Branch, ASW-470, will:
(a). Address all operational input from participants, i.e., SMO.
(b). Serve as the designated focal point for obtaining operational support for National Airspace Iterated Logistic Support (NAILS) and the In Service Review (ISR) meetings.
(c). Provide respective ANI Platform with a POC for second level coordination.
(d). Address all maintenance and certification issues.
(e). Provide the telecommunication lease services request and the funded through utilization of the (TSM) Ordering System (TOS) Request for Telecommunication Service (RTS) forms. These forms are processed through TOS and Telecommunication Service Request (TSR) are generated. Provide timely feedback to the RTS originator on problems with the circuit order.
(f). Provide ANI with access to the TOS database, allowing the program managers to track the status of the outstanding TSR
(g). Provide feedback on the design reviews.
(h). Direct Risk Assessments and provide the necessary follow up on F&E projects that are to be implemented into the NAS.

(i). Coordinate with SMO, ASW-420, and ANI Platforms the training requirements for the field technicians on new implementation projects.

(3). Airway Facilities SMO will:

(a). Distribute copies of the engineering package/plans to appropriate parties within impacted SSC and Air Traffic as necessary.

(b). Insure the SECM is notified of the following "Plants" meetings: Site Survey, Site Selection, Pre-Construction, and the Joint Acceptance Inspection

(c). Coordinate proposed project with the applicable Unions at the appropriate times, as required by bargaining unit agreements.

(d). Address project completion for capitalization activity on the ASW-470 projects.

(e). Immediately upon receipt of the engineering package/plans, and prior to review, notify the appropriate ANI-600 platform and confirm the jointly agreed to date of the required meeting/s.

(f). Designate POC for the coordination of downtime for ANI implementation activities.

(g). Coordinate with ASW-420 on all training needs.

(h). Designate a SMO POC. This individual will be responsible for coordinating the approval of all expenditures within the SMO prior to using ANI JON funds. The expenditures must all be identified on a work order as authorized types of expenses, i.e., ELDR, Travel, and direct charges for miscellaneous items. The work order should accompany expenditures when turned in to the appropriate ANI-600 platform.

(i). Verify the need for an Environment Assessment (EA) and/or Environmental Due Diligence Audit (EDDA) will be required for the project.

(j). Confirm the notification to the Air Traffic Facility Manager and other concerned local FAA personnel of the date, time, and purpose of the meeting. The airport manager and others should also be invited for all on-airport work. Proposed attendees will be identified to the ANI-600 platform manager or designee prior to the meeting for planning purposes.

(k). Shall validate the Test Equipment requirements for new projects are in accordance with directives and orders. Any requirements for additional test equipment that has not been identified in F&E Engineering Package from ANI, should be coordinated with the test equipment coordinator in the Operations Branch, ASW-470 before requesting it through the ANI program manager. The requesting operational facility personnel should request to upgrade or change-out of existing test equipment through the test equipment coordinator.

(l). Chair the JAI in accordance with latest Joint Acceptance Inspection Orders 6011.XX. The JAI must reference the Approved Scope that was identified in the paragraph "5. Policy. a. F&E projects". The ANI Construction/Installation representative well give adequate advance notice to ASW-54 and the SMO point of contact for a planned date of the JAI. ANI-600 individual will be on hand for the JAI unless agreed to otherwise before the date of the JAI.

(m). Should provide inputs on field locations that have unusual environmental characteristics. This information may preclude use of some standard F&E installation and should be considered. Also, day-to-day operational experience in the field may dictate a requirement that would not normally be recognized in the development of the project on a strict engineering basis. For these reasons it is considered necessary to obtain input from SMO managers or his/her designee, in

addition to the coordination carried out at the ASW-400 Division level. This will insure full operational utility, maintainability, and maximum economical benefits.

c. **Air Traffic Division, ASW-500,** Requirements Branch, ASW-510, will:
   (1). Act as the coordinating office for all Air Traffic F&E project requirements.
   (2). Provide to the Fort Worth Implementation Center, ANI-600, written justification for any proposed changes to approved F&E projects.
   (3). Coordinate and arrange or identify the local contact that will coordinate activities in his /her facility. This local contact will arrange for facility/division/NATCA-AT representation if necessary, during the meetings and activities listed in this order.
   (4). Complete internal coordination within the ASW-500 Division.

d. **Airports Division, ASW-600**, will:
   (1). Act as ASW-600 Division coordination office for F&E project requirements. Coordinate comments that are concerned with impacts on the requirement of FAR Part 77 and SW Order 5200.5, as well as the future airport layout plans and land use.
   (2). Forward comments to Fort Worth Implementation Center, ANI-600.

e. **Security and Investigations Division, ASW-700**, will:
   (1). Act as ASW-700 Division coordination office for F&E project requirements. Coordinate comments that are concerned with impacts on the security of FAA facilities being implemented.
   (2). Forward comments to Fort Worth Implementation Center, ANI-600. Provide copy of coordination comments to Regional Airway Facilities Division, ASW-400; Air Traffic Division, ASW-500; and Airports, ASW-600.

f. **Fort Worth Implementation Center, ANI-600**, IC Platforms will:
   (1). Notify all concerned, by telephone, or Electronically Mail the date, location, and time of the activities/meetings listed.
   (2). Initiate and track Telecommunication Service Request using the TOS and the electronic generated RTS forms.
   (3). Be responsible for these coordination meetings. Shall prepare and maintain a written record of such coordination in the project file.
   (4). Will develop agenda and schedule, and conduct and prepare official records (meeting minutes) to include the establishment and the maintaining of an “Action Tracking List”
   (5). Make every effort to use the ANI Operational Liaison personnel in each SMO. The uses of this individual well reduce conflict with other F&E projects in that SMO.
   (6). Should notify the Regional Program Manager for Environment and Safety (RPMES) and Regional Occupational Safety and Health Manager (ROSHM) electronically of all “Plants” meetings: Site Survey, Site Selection, Pre-Construction, and the Joint Acceptance Inspection
   (7). Review smaller (scale down) projects i.e. RCAG, RADAR, or NAVAIDS to validate the need of all of the identified coordination meetings identified in this order.
   (8). Confirm and validate the delivery of the test equipment addressed the project Engineering Package for the new projects.

(9). Report equipment to be excessed resulting from each project USD from the F&E JON at completion of CAI/JAI.
(10). Coordinate with AVN-200 any request for support
(11). Submit a FAA Form 7460 (FAR Part 77) to the appropriate Airport Development Office at least 30 days prior to construction for on-airport projects penetrating an imaginary 100 to 1 surface from the edge of the runway.
(12). Submit a safety plan (SW Order 5200.5) for projects effecting the airport operation with the 7460 form.
(13). Send completed Real Property Inventory (RPI) portion of the Capitalization Authorization Form to ASW-54.
(14). Work in coordination with SMO and ASW-54 to produce a complete closeout package.

/s/ Teresa Bruner for
Ruth Leverenz
Regional Administrator